

OVERVIEW OF BUDGET

DEPARTMENT: REAL ESTATE SERVICES
INTERIM DIRECTOR: JOHN YUHAS

	2001-02				
	Operating Exp/ Appropriation	Revenue	Fund Balance	Local Cost	Staffing
Real Estate Services	1,068,107	549,250		518,857	26.0
Rents And Leases	1,287,776	589,249		698,527	-
Chino Agric Preserve	2,866,940	824,033	2,042,907		-
TOTAL	5,222,823	1,962,532	2,042,907	1,217,384	26.0

BUDGET UNIT: REAL ESTATE SERVICES (AAA RPR)

I. GENERAL PROGRAM STATEMENT

Real Estate Services provides for the administration of lease contracts; the negotiation of new lease contracts; and appraisal, acquisition, and relocation assistance for all county agencies, departments. Reimbursable services are also provided to SANBAG, State of California, and various cities throughout the county, upon request.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Appropriation	900,329	1,037,016	768,330	1,068,107
Total Revenue	316,586	622,253	429,684	549,250
Local Cost	583,743	414,763	338,646	518,857
Budgeted Staffing		26.0		26.0
Workload Indicators				
Total Hrs Chrgd Out	40,027	43,240	43,196	42,183
# of Leases	150	167	186	216

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Changes reflect conversion of 1.0 Secretary I to a 1.0 Clerk III, the addition of 2.0 Real Property Agent III's, and deletion of a 1.0 Appraisal Tech and a 1.0 Public Service Employee resulting in a zero net change in budgeted positions. The addition of the two Real Property Agent III's will serve as lead positions in the Real Property and Appraisal /Right of Way sections and will assist in the increase of services requested by County departments.

REAL ESTATE SERVICES

GROUP: Internal Services
DEPARTMENT: Real Estate Services
FUND : General AAA RPR

FUNCTION: General
ACTIVITY: Property
Management

	2000-01	2000-01	2001-02	2001-02	
	Actuals	Approved Budget	Board Approved Base Budget	Board Approved Changes to Base Budget	2001-02 Final Budget
Appropriations					
Salaries and Benefits	1,294,014	1,439,378	1,599,291	90,091	1,689,382
Services and Supplies	147,036	253,256	295,275	(7,305)	287,970
Central Computer	7,040	7,551	9,104	609	9,713
Equipment	-	15,000	15,000	(5,000)	10,000
Transfers	<u>8,909</u>	<u>10,500</u>	<u>10,500</u>	<u>9,500</u>	<u>20,000</u>
Total Expenditure Authority	1,456,999	1,725,685	1,929,170	87,895	2,017,065
Less:					
Reimbursements	<u>(688,669)</u>	<u>(688,669)</u>	<u>(788,669)</u>	<u>(160,289)</u>	<u>(948,958)</u>
Total Appropriation	768,330	1,037,016	1,140,501	(72,394)	1,068,107
Revenue					
Use of Money & Property	91,597	50,000	50,000	-	50,000
Current Services	328,020	572,253	572,253	(73,003)	499,250
State, Federal or Gov't Aid	<u>10,067</u>				<u>-</u>
Total Revenue	429,684	622,253	622,253	(73,003)	549,250
Local Cost	338,646	414,763	518,248	609	518,857
Budgeted Staffing		26.0	26.0	0.0	26.0

REAL ESTATE SERVICES

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	159,913	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	42,019	Inflation, Risk Mgmt Liabilities
2410 Central Computer	1,553	
Reimbursements	(100,000)	Increase in real estate services provided to other departments.
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Total Appropriation Change	103,485	
Total Revenue Change	-	
Total Local Cost Change	103,485	
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Total 2000-01 Appropriation	1,037,016	
Total 2000-01 Revenue	622,253	
Total 2000-01 Local Cost	414,763	
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Total Base Budget Appropriation	1,140,501	
Total Base Budget Revenue	622,253	
Total Base Budget Local Cost	518,248	

Board Approved Changes to Base Budget

Salaries and Benefits	90,091	Increase due to addition of 2.0 Real Property Agent III and 1.0 ClerkIII. Additional cost: offset by conversion of 1.0 Secretary I, 1.0 Appraisal Technician, and 1.0 PSE.
Services and Supplies	(7,305)	
Central Computer	609	
Equipment	(5,000)	Net change between \$15,000 budgeted in 2000/01 and \$10,000 budgeted in 2001/02 for a scanner and a CD tower.
Transfers	9,500	Additional payroll and personnel services provided by Public Works.
Total Expenditure Authority	<u>87,895</u>	
Reimbursements	(160,289)	Increase in real estate services provided to other departments.
Total Appropriation	<u>(72,394)</u>	
Current Services	(73,003)	Anticipated decrease in services to non-general fund departments.
Total Revenue	<u>(73,003)</u>	
Local Cost	<u>609</u>	